



Lakeview Academy Board of Trustees Meeting

April 5, 2012

527 West 400 North Saratoga Springs Utah

(all times listed are approximate and the board reserves the right to vote on any item on the agenda)

- |       |   |      |
|-------|---|------|
| I.    | Welcome   | 6:00 |
| II.   | Roll Call   |      |
| III.  | Work Session  |      |
|       | 1. Expansion Project  |      |
| IV.   | Welcome to General session  | 7:00 |
| V.    | Pledge of Allegiance  |      |
| VI.   | Reports   | 7:05 |
|       | 1. Director Reports   |      |
|       | 2. Board Reports  |      |
|       | a. Legislative Update   |      |
|       | 3. Financial Reports  |      |
|       | a. Financial Report, Account Reconciliation Report, Balance Sheet Report, Cash Flow Report, Check Register Report   |      |
| VII.  | Charter Training  | 7:25 |
|       | 1. Methods of Instruction- Julie  |      |
| VIII. | Consent Agenda  | 7:45 |
|       | 1. February Financials  |      |
|       | 2. October 6, 2011 minutes  |      |
|       | 3. November 3, 2011 minutes   |      |
|       | 4. March 1, 2012 minutes  |      |
|       | 5. Compensation Agreement: Teacher  |      |
|       | 6. Compensation Agreement: School Director  |      |
|       | 7. Compensation Agreement Staff Exempt  |      |
|       | 8. Compensation Agreement Non-Exempt Hourly   |      |
|       | 9. Century Link Grant   |      |
| IX.   | Policy Review   | 7:47 |
|       | How does this policy support the charter, global policies, state law, and governance? Is it effective? How do we know it is effective (direct inspection, data, audit)? Do we need to make any changes? |      |
|       | 1. Computer Acceptable Use Policy   |      |
|       | 2. Harassment Policy  |      |
|       | 3. Cost of Governance   |      |
| X.    | Public comment not related to items on the agenda, each comment is limited to two minutes.  | 8:15 |
| XI.   | Action Items  | 8:30 |
|       | 1. New Middle School Classes (Debate, Food Exploration, Guitar 1, Guitar 2, Musical Theatre-Dance, Musical Theatre – Music, Musical Theatre- theatre)   |      |
|       | 2. Expansion Project  |      |
|       | 3. Benefits and Leave Policy  |      |
|       | 4. Purchase Policy  |      |
| XII.  | Board Business/Strategic Planning   | 9:15 |
|       | 1. Governance training  |      |
|       | a. Dirty Walls  |      |
|       | b. Accountability for Governance Training   |      |
|       | 2. Board Evaluation   | 9:30 |
|       | 3. Working With Homeschooling Families  | 9:45 |
|       | 4. Summer Training  | 9:50 |
|       | 5. A motion to enter a closed session for the purpose of discussion of litigation matters, acquisition of real property, or authorized personal issues.   | 9:55 |
|       | 6. Action if any from closed session  |      |

**Lakeview Academy Board Meeting**  
**Public Comment and Pattern of Formality Guidelines**

The following are guidelines that were taken from Robert's Rules of Order and modified to assist the Lakeview Academy Board in running efficient meetings:

**Public Comment**

1. During the agenda under the Public Comment section, the public may address any issue not related to items already on the agenda. Please state your name for the official minutes. Please be mindful of the length of the board meeting and limit your comments to two minutes.
2. After an item has been introduced and debated by the board, the President will call for Public comment on that item only. Each public attendee shall have the opportunity to speak two times on the same issue on the same day. It shall proceed that everyone will be given their first opportunity to speak before anyone will be given their second opportunity.
3. To maintain order, if someone from the public is out of order, the President will verbally counsel them by calling, "point of order."

**Order of Debate**

1. The item will be introduced by the sponsor if the sponsor is not present then the President will assign someone to do the introduction.
2. Members debate the item (unless no one wished to debate it). Each member is allowed two separate opportunities to speak on the item.
3. The President will then open the item up for Public Comment following the directions in public comment section 2.
4. The item will then be opened up to the Board for additional debate if necessary.
5. A member makes a motion by saying, "I move that..." if it is long, it should be prepared in writing and given to the President or Secretary. If no motion is made then the item dies, and no further debate will occur.
6. Another board member may amend the motion. If the motion is amended the President asks is there any objection to adopting the amendment. If no objection is made, the chair may declare the amendment adopted. If even one member objects, however the amendment is subject to debate and vote like any other motion.
7. If the motion is amended the President may open it up to further board comment if necessary.
8. The President will then call the question and take a vote on the item.
9. The President announces the vote.

**Pattern of Formality**

1. The President should be addressed as Mister or Madam President as appropriate.
2. Wait to be acknowledged verbally or with a nod before speaking by the President.
3. Speak only to the President or through him/her.
4. Avoid personalizing any issue; speak to the subject, not the person you disagree with. An example of this would be if you believe something said to be untrue, you would say, I believe the member is mistaken instead of saying something was a lie.
5. If anyone breaches Robert's Rules or for example speaks out of turn, it is called a point of order and will be corrected by the President or any other board member that catches it. One would say, "Point of Order" The President would acknowledge the person and they would say what breach occurred. The President would then say "the point of order is well taken" or if unfounded, "the point of order is not well taken."